



# City of Huntsville

## Application for Employment

### Vision Statement

The City of Huntsville is a community that is beautiful, historic, culturally diverse, affordable, safe, and well planned with great opportunity for our citizens.

### Mission Statement

In order to maintain and enhance the quality of life and the achievement of our vision, the City of Huntsville provides, facilitates and regulates services, facilities and infrastructure for citizens, customers, visitors, businesses and state agencies, in a friendly, efficient, fair, honest and competent manner with quality and forethought.

### Values Statement

Public service is our business and our goal. We believe in commitment – not just to our job, but to our faith, our beliefs, and our family. Our pride in our work and the organization compels us to a high degree of professionalism.

- H** onesty in all our actions.
- U** nited in our commitment to ensure a safe work environment, fair wages and benefits, and opportunities for advancement.
- N** urture an environment of cooperation between the city and its citizens.
- T** eamwork, depending on one another to improve the quality of life.
- S** ervice excellence provided at every level in an efficient and economical manner.
- V** ision of an enriched future, enhanced by encouraging skills, talents, and potential of our employees through training, opportunity, and recognition.
- I** ntegrity demonstrated in the treatment of our coworkers and those we serve and protect.
- L** eadership through communication in a responsive manner, while maintaining a high degree of professionalism.
- L** oyalty to our faith, our beliefs, and our families.
- E** mbrace the diversity of our employees as the strength of our organization.

The City of Huntsville considers all applicants for employment without regard to race, color, religion, ethnic affiliation, gender, national origin, age, disability, or any other protected status or classification in accordance with state and federal laws. The City of Huntsville also provides "reasonable accommodations" to qualified individuals with known disabilities, in accordance with the Americans with Disabilities Act.

# City of Huntsville

## Application for Employment

Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_

### ★ Personal Information

Name:

First

Middle

Last

Address:

Street

City

State

ZIP Code

Phone Number:

(Area code)+Number

Daytime Phone Number:

(Area code)+Number

Social Security Number:

E-mail Address:

Do you have the legal right to work in the U.S.?

Yes

No

*It will be necessary to submit documents as required by law to verify your identification and employment authorization upon employment.*

Have you ever filed an application for employment with the City of Huntsville before?

Yes

No

If yes, were you hired?

Yes

No

If you were employed with the City of Huntsville, please state the position for which you were hired, the dates of your employment and your reason for leaving:

Position

From

To

Reason for Leaving

Are you related by blood or by marriage to the Mayor, any City Council Member or City of Huntsville employee?

Yes

No

If yes, please give the name of and your relationship to that person:

Name

Relationship

*City policy prohibits or limits hiring relatives of City employees or officials in certain circumstances.*

Type of work you will accept:

Full Time

Part Time

Temporary

Shift Work

Night Work

Weekend Work

Are you willing to work overtime if necessary?

Yes

No

Are you willing to travel if the job you are applying for requires it?

Yes

No

Date available to start work:

### ★ References

Please list names, addresses, phone numbers and length of association with 3 persons who can be contacted as character references, who are not related to you and not former employers/supervisors.

Name	Address	Phone Number	How long have you known this person?
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Name	Address	Phone Number	How long have you known this person?
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Name	Address	Phone Number	How long have you known this person?
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# ★ Driving and Conviction Record

Your driving record will be checked and considered if driving is an essential function of the job.

Driver License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Class: \_\_\_\_\_ A-CDL  
B-CDL  
Class C

Have you been issued a citation for any moving traffic violations within the last 3 years for which you were convicted?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete the following:

Charge	Date	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Important

For purposes of employment, in the section below convictions include being sentenced to confinement, having paid a fine, having served time, being placed on probation (including deferred adjudication), and being ordered by the court to pay restitution. Do **not** include: 1) any violation of law committed before your 17<sup>th</sup> birthday if the final decision was made in juvenile court or under a youth offender law; 2) any conviction whose record was expunged under Federal or State Law; 3) routine traffic violations (listed above.) **DWI, DUI, and DWLS** are **not** routine traffic violations and **must** be listed below.

Do you have any criminal charges currently pending? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Are you on parole or probation to include deferred adjudication? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list each one below. Attach an additional page if necessary. Include those that may not appear on record at this time.

Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Penalty
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

A criminal record will not necessarily disqualify an applicant from employment, only considered in relation to the requirements of the particular job.

## ★ Education

Are you a high school graduate? ☐ Yes ☐ No If no, do you have a GED? ☐ Yes ☐ No  
Date GED obtained: \_\_\_\_\_

High School:	Location:	Years Completed: (Circle) 9 10 11 12	Diploma:
College or University:	Location:	Years Completed: (Circle) 1 2 3 4	Diploma: Major/Minor: Date:
Graduate, Professional, or Trade School	Location:	Years Completed: (Circle) 1 2 3 4	Diploma: Major/Minor: Date:

Describe Course of Study, Specialized Training, Apprenticeship, Skill, Extra Curricular Activities, and any Honors Received:

Please provide photocopy of High School Diploma/GED.

### Clerical/Office/Computer Experience

☐ Calculator/10-key      ☐ Spreadsheets\*  
☐ Data Entry      ☐ Switchboard  
☐ Desktop Publishing      ☐ Typing  
☐ Dispatch      ☐ Windows  
☐ Internet      ☐ Word Processing\*

\*Software package you are most familiar with:

### Machinery/Equipment/Industrial Experience

☐ Carpentry      ☐ Inspections  
☐ Concrete      ☐ Light Equipment  
☐ Electrical      ☐ Mechanical  
☐ Grounds Keeping      ☐ Plumbing  
☐ Heavy Equipment      ☐ Welding  
☐ Other \_\_\_\_\_

Please list certifications or licenses held (excluding drivers' license)

<u>Type</u>	<u>Number</u>	<u>Issue Date</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## ★ Employment History

Please list your most recent employment experience beginning with your current or latest position. Include military experience and account for periods in which you were unemployed. This page may be copied if additional space is needed to account for all employment in the last 10 years. You may include experience beyond 10 years if it is significant to the job for which you are applying.

★ Employer \_\_\_\_\_ Dates of Employment From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Later

Position Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

\_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary \_\_\_\_ Shift Work \_\_\_\_ Night Work \_\_\_\_ Weekend Work

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

★ Employer \_\_\_\_\_ Dates of Employment From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Later

Position Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

\_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary \_\_\_\_ Shift Work \_\_\_\_ Night Work \_\_\_\_ Weekend Work

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

★ Employer \_\_\_\_\_ Dates of Employment From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Later

Position Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

\_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary \_\_\_\_ Shift Work \_\_\_\_ Night Work \_\_\_\_ Weekend Work

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

★ **Pre-Employment Statement**

*After completely filling out the application for employment, please read carefully the following statement. After reading and agreeing to all terms, please sign and date the application below.*

- **I have read and understand the Vision, Mission, and Values Statements of the City of Huntsville displayed on the cover of this application, and agree that, upon employment, I will do my utmost to align myself with these ideals, and to promote the image of our City that we are striving to achieve.**
- I have reviewed each page to make sure all parts are correct and complete. I understand that, if employed, false statements or omissions on this application form or any other material required for employment shall be considered sufficient cause for discharge.
- I authorize the City to investigate my personal history and/or employment record and to contact any and all sources to obtain additional job related information about me. I release, and hold harmless, the City, its representatives and all other persons, corporations or organizations from any liability for furnishing or obtaining such information. I understand that my Social Security Number and date of birth will be used for identification purposes in this process.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of the City specifically acknowledges such change in writing.
- I understand that the employment process may include testing and review of my driving record, which is on file with appropriate law enforcement agencies. I also agree that if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain a driving record acceptable to the City's general liability insurance carrier may result in my discharge.
- If offered employment by the City, I agree to submit upon request to a physical examination or drug screening to determine my ability to perform the duties of my position.
- This application for employment shall be considered active only until the position applied for has been filled. Any applicant wishing to be considered for another position should reapply.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Please: Check and Initial each Applicable Space		
CCH Report Printed:		
YES _____	NO _____	_____ initial
Purpose of CCH: _____		
Hired _____	Not Hired _____	_____ initial
Date Printed: ____/____/____		_____ initial
Destroyed Date: ____/____/____		_____ initial
<b>Retain in your files</b>		

## ★ EEOC Information

The commitment of the City of Huntsville to a policy of Equal Employment Opportunity requires that certain information be gathered and maintained for statistical purposes only. Your cooperation in furnishing the requested information would be greatly appreciated. **This portion of the application will be detached immediately upon receipt and before review of your qualifications.** It will be placed on file separately from all other applicant and employee records and will not be used in any way in deciding who is recommended for employment or any other personnel action.

Date \_\_\_\_\_ Position Applied For \_\_\_\_\_  
Name \_\_\_\_\_ Former Name/Maiden \_\_\_\_\_  
Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
\_\_\_\_ Male \_\_\_\_ Female  
Ethnic Background: \_\_\_\_\_ Martial Status: \_\_\_\_\_  
\_\_\_\_ White (non-Hispanic) \_\_\_\_\_ Married \_\_\_\_ Single \_\_\_\_ Divorced \_\_\_\_ Widowed  
\_\_\_\_ Black (non-Hispanic) \_\_\_\_\_ Special Status: \_\_\_\_\_  
\_\_\_\_ Hispanic \_\_\_\_\_ Veteran \_\_\_\_\_ Disabled  
\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Highest Level of Education Completed (please circle):  
\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Grade School \_\_\_\_\_ High School \_\_\_\_\_ College \_\_\_\_\_ Graduate School  
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

### Language Ability:

Please check those that indicate your abilities:

<u>English:</u>	<u>Spanish:</u>	<u>Other:</u>
____ Understand	____ Understand	____ Understand
____ Speak	____ Speak	____ Speak
____ Read & Write	____ Read & Write	____ Read & Write

### What prompted you to apply?

\_\_\_\_ Newspaper ad  
\_\_\_\_ City's Job Hotline  
\_\_\_\_ Other – Please explain

\_\_\_\_ Referred by City Employee; if Yes, by whom \_\_\_\_\_  
\_\_\_\_ Referred by Friend or Relative

***Thank you for your assistance!***